

## Application for History-Related Internship

Name of Student \_\_\_\_\_ ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Local Address \_\_\_\_\_

Name of Sponsor \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Internship: \_\_\_\_\_

1. I agree that I will meet the goals and objectives of the internship described in the attached plan (for instructions on writing the internship plan, see the guidelines below):

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

2. I agree that I will help the above student meet the goals and objectives of the internship described in the attached plan:

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

3. If you want transcript notation for this internship, you must take this form to the Internship and Career Center by the end of the 2<sup>nd</sup> week of instruction. You will have to complete Part I of the ICC form and agree to meet the ICC's requirements for an internship.
4. If you want academic credit for the internship, you must have the Professor of Internship approve the plan and assign units by the stated deadline. Based on the attached plan, I approve \_\_\_\_\_ units of credit for this History 192 internship (**required by the 12<sup>th</sup> day of instruction**):

\_\_\_\_\_  
Signature of Faculty Director

\_\_\_\_\_  
Date

5. Once you have received professor's signature, you should take this form and two copies of the attached plan to the Undergraduate Staff Advisor, in 2216 SSH, who will take the form and one copy of your plan for our files and provide you with the CRN#.

6. CRN #: \_\_\_\_\_

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### Attached Internship Plan

The attached plan should be no more than 2 pages long and should be prepared by the student with the advice and assistance of the internship sponsor. It should consist of 4 sections.

1. **Background:** Explain what skills you have and relevant coursework you have done which will help you with this internship.
2. **Goals:** Explain the main goals for the internship. Specify your personal development goals and your sponsor's goals.
3. **Responsibilities:** Explain your regular responsibilities. Specify your hours each week.
4. **Timeline:** Provide a timeline that outlines how you will achieve your goals.

## Internship Sponsor's Evaluation

Student's Name: \_\_\_\_\_

Last

First

Middle Initial

Name of Sponsor: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**Your comments are an important component of the student's internship experience and appreciated. Please discuss your evaluation with the student intern and have them sign the bottom of the form.**

**Assign the rating you consider appropriate using the following scale:**

<i>Outstanding</i>	<i>Above Average</i>	<i>Average</i>	<i>Needs Improvement</i>	<i>Not Applicable</i>
5	4	3	2	1

1. Analysis/critical thinking	5	4	3	2	1
2. Oral communication	5	4	3	2	1
3. Written communication	5	4	3	2	1
4. Ability to organize	5	4	3	2	1
5. Degree of initiative displayed by intern	5	4	3	2	1
6. Technical/professional competence of intern	5	4	3	2	1
7. Intern's working relationship with co-workers	5	4	3	2	1
8. Punctuality and attendance	5	4	3	2	1

<b>9. Degree to which the intern met your expectations</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>10. Intern's overall performance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

We encourage your additional written comments regarding the student's performance. Please attach additional page(s).

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Internship Sponsor's signature	Date
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Student's signature	Date
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Please return on or before the last day of instruction, to the Undergraduate Staff Advisor, History Department, University of California, Davis, One Shields Avenue, Davis, CA 95616-8611 or email to [hisugadvisor@ucdavis.edu](mailto:hisugadvisor@ucdavis.edu).